

**FORM A**

**APPLICATION FOR ENDORSEMENT OF PLAN  
BELIEVED NOT TO REQUIRE APPROVAL (ANR)**

Date \_\_\_\_\_

**Note:** File one completed Form A, plus two original Mylar plans and four copies of the plan with the Planning Board and a check in the amount of \$70.00 made payable to the Town of East Longmeadow. Additionally, file a completed copy of Form A with the Town Clerk, in accordance with the requirements of M.G.L. C.41 §81P and the East Longmeadow Rules and Regulations of Subdivision Control.

The undersigned, believing that the accompanying plan of land in the Town of East Longmeadow does not constitute a subdivision within the meaning of the Subdivision Control Law, submits this plan for a determination and endorsement that Planning Board approval under the Subdivision Control Law is not required.

**Each owner and applicant, including spouses, MUST sign. The application will not be accepted without each signature. If the applicant or owner is a corporation, trust, or other such entity, proof of signatory authority must be provided.**

1. Applicant(s) \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_
2. Name of Owner(s) \_\_\_\_\_  
(if other than applicant)  
Address \_\_\_\_\_ Telephone \_\_\_\_\_
3. Name of Engineer or Surveyor \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_
4. Deed of Property recorded in Hampden Registry of Deeds (showing ownership) is attached hereto.  
Book \_\_\_\_\_ Page \_\_\_\_\_
5. Evidence of Qualification and Division of Land:
  - a. Number of existing lots \_\_\_\_\_
  - b. Area of existing lot or lots \_\_\_\_\_
  - c. Frontage of existing lot or lots \_\_\_\_\_
  - d. Number of proposed lots \_\_\_\_\_
  - e. Minimum frontage of proposed lots \_\_\_\_\_
  - f. Area of proposed lots \_\_\_\_\_
  - g. Required frontage located on \_\_\_\_\_  
\_\_\_\_\_(Name of Street)
  - h. said street or way being:  
\_\_\_\_\_ an accepted way.  
\_\_\_\_\_ a way certified by the Town Clerk as used and maintained as a public way.

- \_\_\_\_\_ a way on an endorsed subdivision plan.
- \_\_\_\_\_ a way in existence when the Subdivision Control Law became effective, and which is adequate in the opinion of the Planning Board, or,
- \_\_\_\_\_ the lot is not intended as a building lot.

i. said lots being:

- \_\_\_\_\_ a proposed lot conveyance, or other instrument which adds to or takes away from, or changes the sizes and shape of lots, such that no lot affected is left without required frontage.
- \_\_\_\_\_ a division of a tract of land because two or more buildings were standing prior to the date when Subdivision Control Law went into effect in East Longmeadow and one of said buildings remain standing on each of said lots. Evidence of existence of such buildings as follows:

Attach evidence:

**Plan must show frontage and lot area of any remaining adjoining land owned by the Applicant. Complete sign and attach the checklist before submitting to Planning Board.**

**Attach a duly endorsed original deed showing conveyance of property for simultaneous recording with plan if approved.**

6. Existing Assessors map and lot numbers for lot identification: (must appear on plan):

Map #(s) \_\_\_\_\_

Existing Lot #(s) \_\_\_\_\_

- Proposed Lot Identification for plan purposes (A, B, C...) \_\_\_\_\_  
(Assessors will assign lot numbers later)

\_\_\_\_\_  
Signature, address and telephone number of Applicant

\_\_\_\_\_  
Signature, address and telephone number of Owner(s) (if other than applicant)

\_\_\_\_\_  
Signature of Owner (s) (if other than applicant)

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## ANR Checklist

Any plan believed not to need approval under the subdivision Control Law must be submitted to the Planning Board at a special or the next regularly scheduled meeting and must include the following:

- \_\_\_\_\_ A properly executed Application Form A, attached hereto, by the applicant and all owners of record (notarized), with a certified copy of current deed(s), with all information requested ( A completed copy of the applicant Form A shall also be filed with the Town Clerk);
- \_\_\_\_\_ A narrative describing the property division the applicant is proposing including clear details of the property lines before the proposed division accompanied by the necessary evidence to show that the plan does not require approval of the planning board;
- \_\_\_\_\_ The fee (see Town clerk for fee schedule) to cover the cost of administration and reviews.
- \_\_\_\_\_ Two (2) Mylars and four(4) prints of the plan and, if possible, a plan on diskette in autocad format;
- \_\_\_\_\_ The Original of the Drawn plan shall be approved by a registered Land Surveyor at a scale not smaller than (1) inch equals one hundred (100) feet.

**In addition to 5.3.1 of the Subdivision Rules and Regulations, all plans are to contain the following information:**

- \_\_\_\_\_ Title, before division and after boundaries, true north arrow, date of submission, scale and legend;
- \_\_\_\_\_ The names and addresses of the owners of record, the applicant and the registered Land Surveyor with **wet** seal;
- \_\_\_\_\_ Names of all abutters as they appear in the most recent tax list;
- \_\_\_\_\_ Location, dimensions and purpose of all easements, both existing and proposed, within and adjacent to the land in question;
- \_\_\_\_\_ Location, names, lines and widths of all (existing and those shown only on the Town Zoning Map) public or private streets or ways and any common or public areas (if more than one lot is proposed);

- \_\_\_\_\_ An inset showing the relative position of the proposed project in the town, the entire area in which the project takes place and all boundary lines, dimensions of all lots, sites or divisions, lot areas in square feet, with all lots designated numerically and in sequence.
- \_\_\_\_\_ Frontage and area of any remaining adjoining land owned by the Applicant.
- \_\_\_\_\_ Zoning classification and location of any zoning district boundaries that lie in the locus of the plan.
- \_\_\_\_\_ Name and width of rights of way providing frontage and access to lots shown on plan, and the extent of paved improvements within the right-of-way.
- \_\_\_\_\_ Accurate location of all existing buildings including municipal services, surface and sub-surface drainage and all set back, side yard and rear yard designations.
- \_\_\_\_\_ Location of all bounds, brooks, fences, walls easements and/or encumbrances as well as wetlands pursuant to CMR 10.00 (Massachusetts Wetlands Regulations)
- \_\_\_\_\_ The following statements shall be on all ANR Plans:
  1. "Approval under the subdivision Control Law Not Required"
  2. "No Determination of Compliance with zoning requirements has been made or intended"
  3. "Endorsement by the board does not necessarily constitute a building lot"
  4. A statement that the plan is based on an actual survey with the date of the survey and a signature line for the board and space for the date

I, \_\_\_\_\_ Applicant/Owner hereby certify that I have provided all the above checked items with this submittal.